**Appendix C**

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| **AUTHORISATION TO ACQUIRE, SELL, GIFT, OR DISPOSE OF A FIREARM FORM** |

**CONTACT THE** **DIRECTOR, HSW** **(ext 36079)**

**IF YOU ARE ACQUIRING A FIREARM FOR THE FIRST TIME**

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| **STAFF MEMBER DETAILS** |

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| Staff ID number |  | Surname |  |
| School/Branch |  | Given names |  |
| Work contact number |  | Mobile  |  |

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| **FIREARMS LICENCE DETAILS** *(Please attach a copy of licence)* |
| ❑ Firearms licence |
| Licence Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Classes\_\_\_\_\_\_\_\_\_\_\_\_\_ | Categories\_\_\_\_\_\_\_\_\_\_\_\_\_ | Expiration\_\_\_\_\_\_\_\_\_\_\_ |

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| **AQUISITION OF FIREARM** *(if applicable)* |
| ❑New❑Used*Please tick one* |  | Reason for acquisition |
| Firearm Description |
| Make: |  |
| Model: |  |
| Type: |  |
| Calibre |  |
| Associate Director HSW advice sought:*(For a School/Branch currently not owning Firearms)* | ❑Yes | ❑N/A |

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| **SALE, GIFT, OR DISPOSAL OF FIREARM** *(if applicable)* |
| ❑Sale❑Gift❑Disposal*Please tick one* | Firearm Serial number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for sale, gift, or disposal: |
| Firearm Description |
| Make: |  |
| Model: |  |
| Type: |  |
| Calibre: |  |

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| **AUTHORISATION** *(By Head of School/Branch)* |
| I hereby authorise the above mentioned Firearms Officer/Deputy Firearms Officer to acquire/sell/dispose of the listed Firearm.*(Delete actions above which are not applicable )* |
| Expiration Date of Authorisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | School/Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_ |

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| **INSTRUCTIONS**  |
| **Firearms Officer*** Forward a copy of the completed form and Firearms licence (i.e. scanned and sent electronically) to the Director, HSW and cc to Legal and Risk for insurance purposes.
* Ensure the SAPOL form(s) has/have been completed. (<https://www.police.sa.gov.au/services-and-events/firearms-and-weapons>)
* Maintain a copy of the completed form in the University’s records management system.
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